



# Non-Career Clerk Typist III

## Support Bureau, Training Division

### Long Beach Police Department

#### THE POSITION

The Long Beach Police Department has an opening for an unclassified, part-time, Clerk Typist III. This person will provide direct support to the Training Division in the Support Bureau of the Police Department. The Training Section is comprised of five details; Advanced Officer Training (AOTC), Basic Academy, Background Investigations, Pistol Range, and Manual & Orders. The person selected for this position will be scheduled between 20 to 24 hours per week, dependent on need.

#### EXAMPLES OF DUTIES

- Perform general office clerical duties for the Training Division;
- Type and prepare out-going inquiries utilizing Microsoft Word
- Archive documents (background information / training curriculums);
- Perform other related duties as required.

#### QUALIFICATIONS

- Ability to work with confidential information;
- Excellent written, verbal, and interpersonal communication skills;
- Strong attention to detail;
- Proficient in the use of Microsoft Office Suite products (Word, Excel, etc.);
- Ability and willingness to work independently;
- May be required to drive a city vehicle.



#### THE DEPARTMENT

The Long Beach Police Department employs 806 sworn officers and 360 civilian staff-members. The Department is supported by a \$209.1 million expenditure budget. The Training Division supports the training and staffing needs of the entire Department.



#### SALARY RANGE

\$16.354 to \$22.361 per hour

#### SELECTION PROCEDURES

Qualified, interested applicants are invited to submit a letter of interest and resume by **4:00 PM on Friday, January 30, 2016.**

Direct applications to Susan Dillon, Training Section Secretary, via e-mail at:

**[susan.dillon@longbeach.gov](mailto:susan.dillon@longbeach.gov)**

The most qualified candidates will be invited to participate in further selection procedures.

#### LBPD Backgrounds Process

Applicants selected for the position will be required to successfully complete an extensive background investigation, which will include a Livescan examination and polygraph.

This information is available in an alternative format by request to the Police Department at (562) 570-5893. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-5893. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

